

**CONFIDENTIAL**  
SECURITY INFORMATION

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MEMORANDUM FOR: Deputy Director for Administration  
VIA: Deputy Director (Plans)  
SUBJECT: Disciplinary Authority

1. Three employees of Records Integration, an OSO unit of organization performing a common service function for the covert offices, have recently received official letters of reprimand, signed by the Chief, Personnel Division (Covert), for alleged misconduct during the course of a personnel testing examination for purposes of promotion. These letters were prepared and delivered to the three OSO employees involved without prior consultation with ADSO or his administrative representatives. This Office disagrees with the findings of the investigation conducted by Personnel Division (Covert), but takes stronger exception to what we consider to be a violation of established principles of organization and command.

2. Accordingly, this Office desires to establish the principle that in the event of the necessity for disciplining CIA employees for administrative transgressions, that such discipline should originate with and be inflicted in the name of the Office or Staff Chief concerned. The Office or Staff Chief is held responsible for the operational and administrative efficiency of his command, and therefore cannot delegate or forfeit his authority over those Agency employees assigned to his unit.

3. While it is realized that the Office of Personnel is the proper legal entity within CIA to formalize appointment, transfer, promotion, and termination actions, it is not believed that the Office of Personnel should directly initiate disciplinary action for employees other than those assigned to it. In the event that in the opinion of the Office of Personnel disciplinary action is warranted against any CIA employee, Personnel should present the known facts to the head of the Office or Staff concerned, and it should be the responsibility of that individual to initiate the necessary action.

4. It is respectfully suggested the above policy be incorporated into the pertinent series of CIA Regulations.

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Assistant Director  
Special Operations

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